DOCUMENT RESUME

ED 162 667 IR 006 701

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TITLE Workbook. Library Instruction Series.
INSTITUTION Maine Univ., Orono. Raymond H. Folger Library.
PUB DATE 77
NOTE 40p.; For related documents, see IR 006 698-701

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS *Autoinstructional Aids; Classification; Dictionary Catalogs; Indexes (Locaters); Learning Modules; *Library Instruction; Library Skills; Newspapers; Periodicals; Scholarly Journals; *University Libraries; Workbooks

ABSTRACT

The exercises in this workbook are designed to be used with the pamphlets and audiotapes from Units II and III of the library skills modules for college students. Questions in these exercises are similar to those on the tests for the modules. Exercises 1 through 8 coordinate with Unit II: Card Catalog; exercises 9 through 11 relate to Unit III: Indexes and Abstracts. (JAB)

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Student's Name_____

LIBRARY INSTRUCTION SERIES
WORKBOOK

Prepared by

Clara Kamerling Flower
Reference Department
Raymond H. Fogler Library

WORKBOOK

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Clara K. Flower

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

This publication was supported in part by a grant from the Bird and Bird Instructional Development Fund, University of Maine at Orono, Orono, Maine

Adapted from Library Instruction Unit, Leeward Community College, University of Hawaii, Pearl City, Hawaii

IR006701

UNIVERSITY OF MAINE *at Orono*

University Libraries

Raymond H. Fogler Library
Orono, Maine 04473
207/581-7328

July 1978

TO: UMO Students

FROM: James C. MacCampbell
Director of Libraries

RE: Library Instruction Series

A difficult part of adjusting to the new demands of studying in the university setting is learning to use a library effectively. Mrs. Kam Flower and the staff of the Reference Department of the Fogler Library have prepared some "self-help" materials which will assist you in your efforts to conquer the Library and make it your own. Please use this material conscientiously and never hesitate to ASK A LIBRARIAN!

The Library Instruction Series has been developed to teach you the few techniques you'll need in order to make effective use of the Library. The Series is self-paced i.e., you may proceed at your own speed, spending more time when necessary, or skipping sections with which you are familiar. (Each Unit in the series is followed by a test, so be sure you know the material completely before electing to skip a section.)

The Workbook, an integral part of the Series, is yours to keep. Please write your name in the space provided. The Workbook contains additional and detailed examples created to illustrate or reinforce points made in the pamphlets and tapes. The sample questions and answers will help you to prepare for the tests which accompany each Unit.

To begin work on the Series, go to the Reserve Desk and ask to borrow the pamphlet or tape for the Unit you need. The pamphlets and tapes include instructions telling you when to turn to the Workbook to study an example, do an exercise, etc. When you are ready to take a test, bring the Workbook to the Reference Desk and ask for the appropriate test.

Please read the instructions on the next page.

INSTRUCTIONS (Please read)

This Workbook was designed to be used with the Library Instruction Series pamphlets for Units II and III, or Audiotapes II and III, all of which are available at the Reserve Desk.

Tape I and Pamphlet I entitled "Finding your Way: Orientation to the Library" contain the same material; the material upon which you will be examined in Test I.

Tape II and Pamphlet II entitled "Finding a Book: The Card Catalog" contain the same material; the material upon which you will be examined in Test II.

Tape III and Pamphlet III entitled "Finding an Article: Indexes and Abstracts" contain the same material; material upon which you will be examined in Test III.

To prepare yourself for Test II choose either Tape II or Pamphlet II, depending upon whether you prefer to listen or read. As you either listen or read you will be directed to investigate specific items or do sample exercises in this Workbook. Be sure to follow through with the exercises, for only by doing practical exercises will you be ready to take the accompanying test.

Answers to the sample questions will be found on the page following the exercise. Explanations are included when necessary. Be sure you understand each answer before going on. If you have any questions do not hesitate to ask a reference librarian for answers. Remember, there is no such thing as a dumb question!

When you feel sufficiently prepared, present this Workbook to a reference librarian who will supply you with a copy of the test. THE TEST IS TO BE TAKEN IN THE LIBRARY. When completed, return the test and answer sheet to the librarian who will return your Workbook so that you will have it to use in preparation for Unit III.

The tests are composed of twenty true-false or multiple choice questions. There are six versions of each test, so it is possible to repeat a test if necessary.

Preparation for Test III follows the same procedure as for Test II.

Remember, complete the Workbook exercises or sample questions because they are designed to help you with Tests II and III, and in effect are self-correcting pretests.

Please, ask for assistance if needed.

EXERCISE 1
EXAMPLES

Filing Rules

The Fogler Library uses word-by-word filing. Study the two filing systems carefully and note the differences between them. In the word-by-word example note that all the words beginning with the word NEW are filed before the words that extend beyond the letters N-E-W, such as Newark or Newby.

Letter-by-letter filing pays no attention to where one word stops and another begins.

Word-By-Word	Letter-By-Letter
New Brunswick, Canada	Newark
New England	New Brunswick, Canada
New Year	Newby, Percy H.
New York	New England
New York Times	Newfoundland
Newark	Newsweek
Newby, Percy H.	New Year
Newfoundland	New York
Newsweek	New York Times

Word-By-Word	Letter-By-Letter
New B...	Newa...
New E...	Newbr...
New Ye...	Newby
New York	Newe...
New York T...	Newf...
Newa...	News...
Newb...	Newye...
Newf...	Newyork
News...	Newyorkt...

EXERCISE 1
SAMPLE QUESTIONS

Filing Rules

1. The main card catalog located on the first floor opposite the Circulation/Reserve Desk is the general _____ to most of the Library's collections.

2. The card catalog lists only the books in the Library.

   T F

3. The Fogler Library has a Divided Catalog, i.e., author and title cards are filed together in one section and the subject cards are filed together in another separate section.

   T F

4. Which would you file first in a word-by-word system?

   a.) New Zealand b.) Newton

5. Please arrange the following according to the word-by-word filing system.

   A. _____New England
   _____Newsweek
   _____New York City
   _____New York Times

   B. _____Abacus arithmetic
   _____Aaron's rod
   _____Aaron Copeland
   _____A bad seed

ANSWERS TO EXERCISE 1 ON NEXT PAGE.

Answers to Exercise 1

1. INDEX — A card catalog is a library's primary index to its holdings.

2. FALSE — The card catalog lists books, periodical and newspaper titles, microforms, theses, non-print materials, etc.

3. FALSE — Fogler's catalog is a "Dictionary Catalog" i.e., all cards (author, title, subject) are filed together into one alphabetic sequence.

4. NEW ZEALAND — Newton would come second because in a word-by-work system one pays attention to individual words, rather than disregarding word-breaks as in letter-by-letter filing.

5.

NEW ENGLAND	NEW E comes before NEW Y
NEW YORK CITY	NEW YORK C comes before NEW YORK T
NEW YORK TIMES	NEW comes before NEWS
NEWSWEEK	

AARON COPELAND	AARON comes before AARON'S
AARON'S ROD	AA comes before AB
ABACUS ARITHMETIC	AB comes before BA
A BAD SEED	Ignore initial article "A", file in "B's"

If any of your answers were incorrect please review that portion of the instruction. BE SURE you understand your error before proceeding. Do not hesitate to ask a reference librarian to clarify anything that is not clear. Continue to do this self-correction, reviewing, and clarifying on each exercise in the Workbook.

Filing Rules

Punctuation marks are disregarded.

Ill fares the land	Ill fa...
The ill-framed knight	Ill fr...*
I'll go to bed at noon	Ill g...
Ill met by moonlight	Ill m...
I'll storm hell	Ill s...

They'll cut off your project	Theyll...
They're not home yet	Theyre...
They've shot the president's daughter	Theyve...

Abbreviations are filed as though spelled out.

Doctor Faustus	Doctor Fa
Dr. Fegg's nasty book of knowledge	Doctor Fe
A doctor for Blue Jay Cove	Doctor Fo
The doctor has a family	Doctor Ha
Dr. Johnson: His friends and critics	Doctor Johnson: His F
Doctor Johnson: His life, works...	Doctor Johnson: His L

Miss Craig's face-saving exercises	Miss C
Mission to Beirut	Mission
Mr. and Mrs. Noah	Mister and
Mister Black's secret	Mister Bla
Mr. Blue	Mister Blu
Mrs. Wappinger's secret	Mrs**

* Initial articles (A, An, The) are ignored.
** Mrs. is the exception to the rule. Mrs. is filed as Mrs.

Filing Rules cont.

Names beginning M', Mc, or Mac are filed as if spelled MAC.

Macabe	filed as	macAbe
McAdam, Robert		macADAM
MacCabe, W. G.		macCABE
McCaleb, W. F.		macCALEB
MacCormac, John P.		macCORMAC
McCormack, Arthur		macCORMACK
Mach, Ernst		macH
MacInnes, Colin		macINNES
Mack, Edward C.		macK
McKay, Claude		macKAY, CLAUDE
MacKay, Colin		macKAY, COLIN
McKay, David		macKAY, DAVID
McWilliams, Peter		macWILLIAMS
Macy, John		macY

Numbers are filed as spelled out; dates filed as pronounced.

1660: The year of Restoration	Sixteen sixty: The year...
The 6th amendment	Sixth amendment
60's going on 70's	The sixties going on...
60 centuries of skiing	Sixty centuries...
65 valiants	Sixty five valiants

EXERCISE 2
SAMPLE QUESTIONS

Filing Rules

1. Initial articles:

   A. In the following which words should be disregarded?

      1. _____ The Oxford companion to French literature
      2. _____ And quiet flows the Don
      3. _____ To kill a mockingbird
      4. _____ An introduction to fiction
      5. _____ A neglected art

   B. Arrange the above titles as if they were to be filed in the card catalog.

      1.
      2.
      3.
      4.
      5.

2. Punctuation:

   A. Arrange the following as they would appear in the catalog.

      1. _____ We'll to the woods no more
      2. _____ The well-beloved
      3. _____ Well! Well!
      4. _____ Well dressed woman
      5. _____ We'll do it ourselves

3. M', Mc, Mac:

   A. Arrange the following as they would appear in the catalog.

      1. _____Macaulay, George C.
      2. _____McCarthy, Eugene
      3. _____McCartney, Paul
      4. _____McAulay, John D.
      5. _____McAleer, John J.

Filing Rules cont.

4. Abbreviations:

Arrange the following as they would appear in the catalog.

A. 1. _____ St. John, Robert
2. _____ St. Thomas, Charles
3. _____ Saint-Denis, Michel
4. _____ St. Francis College
5. _____ Sainte-Beuve, Charles A.

B. 1. _____ Dr. Grenfell's parish
2. _____ Dr. Adrian
3. _____ Le docteur Miracle
4. _____ A doctor among addicts
5. _____ El doctor Centeno

C. 1. _____ Mr. Adam
2. _____ Miss Thistlebottom's hobgoblins
3. _____ Mrs. Miniver
4. _____ Mist'er Rain Inc.
5. _____ Mr. and Mrs. Cugat

5. Numbers: Arrange the following as they would appear in the catalog.

A. 1. _____ 100 American poems
2. _____ 1,000 houses
3. _____ 1,000,000 dollars
4. _____ One day to live

B. 1. _____ 39 East
2. _____ 42nd parallel
3. _____ 76 trombones
4. _____ 54-40 or fight
5. _____ 200 years in Union
6. _____ '68; a novel of presidential politics

DATES:

C. 1. _____ 1948, year zero
2. _____ 1939, a novel
3. _____ 1918, the last act
4. _____ 1976, agenda for tomorrow
5. _____ 1922, a vintage year

Answers to Exercise 2

1. Ignore initial articles (A, An, The, or their foreign equivalents).

   A. (The) Oxford companion to French Literature
   And quiet flows the Don
   To kill a mockingbird
   (An) introduction to fiction
   (A) neglected cat

   B. And quiet flows the Don
   An introduction to fiction
   A neglected cat
   The Oxford companion to French Literature
   To kill a mockingbird

2. Ignore punctuation.

A. Well-beloved	Well b
We'll do it ourselves	Well do
Well dressed woman	Well dr
We'll to the woods...	Well t
Well! Well!	Well w

3. Names beginning M', Mc, or Mac are filed as if spelled Mac.

A. McAleer, John J.	Mac Aleer
Macaulay, George C.	Mac aulay, G.
McAulay, John D.	Mac Aulay, J.
McCarthy, Eugene	Mac Carthy
McCartney, Paul	Mac Cartney

4. Abbreviations are filed as though spelled out.

A. Saint-Denis	Saint D...
St. Francis	Saint F...
St. John	Saint J...
St. Thomas	Saint T...
Sainte-Beuve	Sainte
B. Le docteur Miracle	Docteur M...
Dr. Adrian	Doctor Ad...
A doctor among...	Doctor Am...
El doctor Centeno	Doctor C...
Dr. Grenfell's ...	Doctor G...

Answers to Exercise 2 cont.

C.	Miss Thistlebottom	Miss
	Mr. Adam	Mister Ad...
	Mr. and Mrs. Cugat	Mister An...
	Mist'er Rain Inc.	Mister R...
	Mrs. Miniver	Mrs.

5. Numbers are filed as spelled out; dates as pronounced.

A.	One day to live	One day...
	100 American poems	One hundred...
	1,000,000 dollars	One million...
	1,000 houses	One thousand...
B.	54-40 or fight	Fifty four - forty
	42nd parallel	Forty second
	76 trombones	Seventy six
	'68, a novel ...	Sixty eight
	39 east	Thirty nine
	200 years ...	Two hundred
C.	1918 ...	Nineteen eighteen
	1948 ...	Nineteen forty eight
	1976 ...	Nineteen seventy six
	1939 ...	Nineteen thirty nine
	1922 ...	Nineteen twenty two

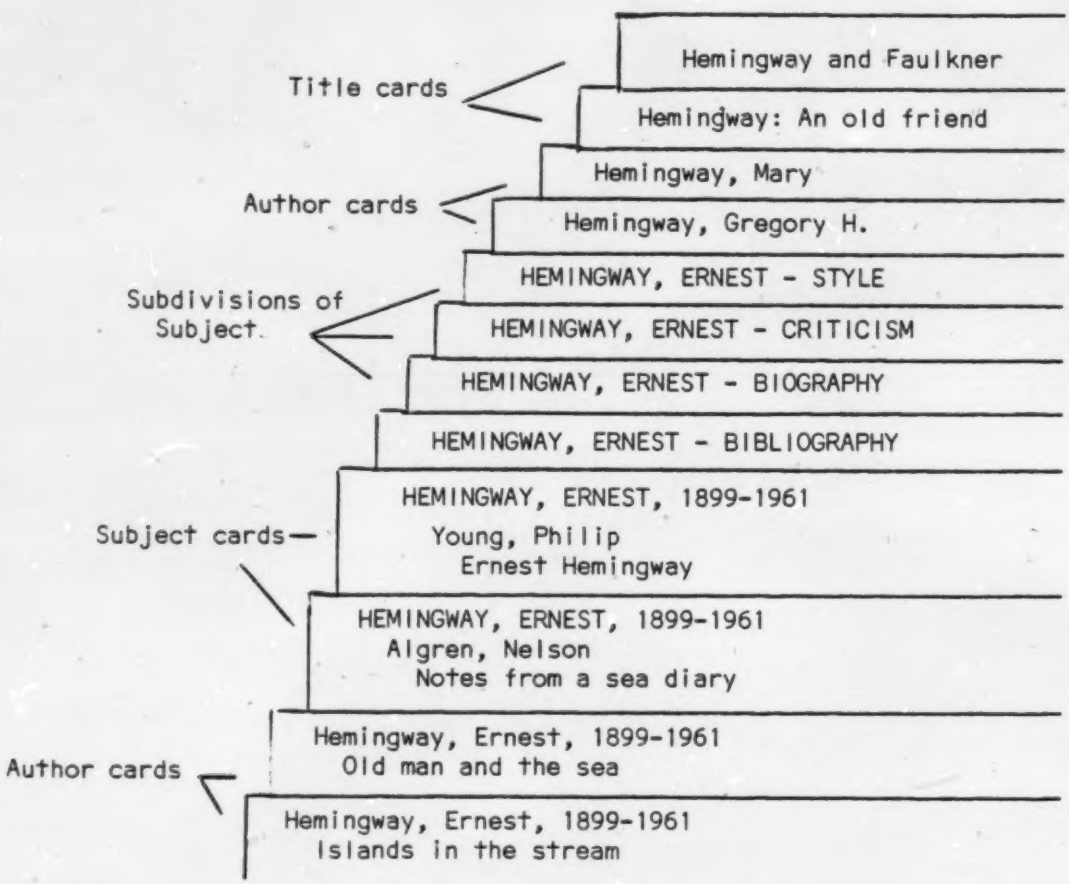
EXERCISE 3
EXAMPLES

Filing Rules

Titles by the same author are filed alphabetically by the first word of the title which is not an article.

Hemingway, Ernest, 1899-1961
Across the river and into the trees
Death in the afternoon
A farewell to arms
The fifth column
For whom the bell tolls
In our time

Cards for books about an author are filed alphabetically behind cards for books by him



Filing Rules cont.

Cards for authors with the same surname but different given names are filed alphabetically by the given name.

Wolfe, Don Marion, 1902-
Wolfe, Donald M.
Wolfe, Peter
Wolfe, Thomas, 1900-1938
Wolfe, Thomas W.
Wolfe, Tom

Cards for authors with the same surname and the same given name are filed chronologically by birthdate.

Gould, Jean, 1909-
Gould, John, 1908-
Gould, John, 1927-
Gould, John A., 1944-
Gould, John D., 1923

Author cards are filed before subject and title cards if they all begin with the same word.

Glass, Arnold
Glass, Paul
GLASS
Glass: A world industry
The glass bead game
GLASS. BIBLIOGRAPHY
The glass cage

EXERCISE 3
SAMPLE QUESTIONS

Filing Rules

1. Arrange the following Rex Stout titles as if they were to be filed in the card catalog.

   a. Five of a kind
   b. Death of a doxy
   c. A family affair
   d. The broken vase
   e. Some buried Caesar

2. Arrange the following names as if they were to be filed.

   a. Rose, J. Hugh
   b. Rose, James
   c. Rose, J. Holland
   d. Rose, Jerome
   e. Rose, J.
   f. Rose, Jerome G.

   Arrange the following names as if they were to be filed.

   a. Smith, John 1618-1652
   b. Smith, John 1784-1865
   c. Smith, John 1612- ?
   d. Smith, John 1924-
   e. Smith, John 1580-1631

3. Arrange the following as if they were to be filed.

   a. RICE
   b. Rice, John
   c. RICE - BIBLIOGRAPHY
   d. Rice and man
   e. Rice, William

4. Books <u>about</u> an author are filed <u>after</u> books <u>by</u> him. T/F

5. Cards with the same subject heading are filed alphabetically by _____.

Answers to Exercise 3

1. Titles by a single author are filed alphabetically by the first word of the title which is not an article.

   The broken vase
   Death of a doxy
   A family affair
   Five of a kind
   Some buried Caesar

2. Cards for authors with identical surnames are filed alphabetically by the given name.

   Rose J.
   Rose J. Holland
   Rose J. Hugh
   Rose, James
   Rose, Jerome
   Rose, Jerome G.

   Cards for authors with identical names are filed chronologically by birthdate.

   Smith, John 1580-1631
   Smith, John 1612- ?
   Smith, John 1618-1652
   Smith, John 1784-1865
   Smith, John 1924-

3. Author cards are filed before subject and title cards when they all begin with the same word.

   Rice, John
   Rice, William
   RICE
   Rice and man
   RICE - BIBLIOGRAPHY

4. True. Books about an author or his works are filed after works by him.
   ABOUT after BY

5. AUTHOR. File identical subject heading cards alphabetically by author's surname.

The Catalog Card

Information on catalog cards is standardized and a lot can be learned by examining one. In many cases you can learn enough from the card alone to either eliminate the book or decide you want to examine it more closely.

The basic catalog entry is called a MAIN ENTRY. The main entry contains all particulars for the complete identification of the work. The main entry card is usually the author card and contains the author's name and dates if available. It can also be the name of an agency, organization or institution, in which case it's referred to as a corporate entry.

An example of a main entry card is reproduced below.

AUTHOR'S NAME TITLE

CALL NUMBER: This shows where the book is shelved →

DESCRIPTIVE NOTES Information about the book

Q
164
B47

Berger, Melvin.

The funny side of science, by Melvin Berger and J. B. Handelsman. New York, Crowell [1973]

[48] p. illus. 21 cm. $4.50

SUMMARY: A collection of jokes and riddles based on scientific material.

1. Scientific recreations—Juvenile literature. [1. Scientific recreations. 2. Joke books] I. Handelsman, J. B., illus. II. Title.

Q164.B47 808.87'9'31 71-187944
ISBN 0-690-32088-4 MARC
Library of Congress 73 [4] ▲C

TRACINGS: Subject areas treated by the book

IMPRINT: Place of publication, publisher, date of publication

The Catalog Card cont.

The IMPRINT information includes: the place of publication, publisher, and publication date. (This is the information you use when you cite a book in a term paper bibliography.)

DESCRIPTIVE NOTES follow the imprint. These may tell you the number of pages, and if a book has a bibliography, maps, illustrations, diagrams, is part of a series, etc.

TRACINGS are found near the bottom of the card in very fine print. Among other things tracings show which subject headings were selected for that particular work. You can check these subject headings in the card catalog to see if the Library has additional works on the topic.

The Catalog Card

EXERCISE 4
SAMPLE QUESTIONS

HQ
536
B47
1973

Bernard, Jessie Shirley, 1903–
American family behavior, by Jessie Bernard. New York, Russell & Russell [1973, c1942]

xx, 504 p. illus. 23 cm.

Reprint of the ed. published by Harper, New York, in series: Harper's social science series.
Includes bibliographical references.

1. Family—United States. 2. United States—Social conditions—1933–1945. I. Title.

[HQ536.B47 1973] 301.42'0973 72-84078
ISBN 0-8462-1600-6 MARC

Library of Congress 73 [4]

1. From the card reproduced above fill in the following blanks.

a. Title _____
b. Author _____
c. Publisher _____
d. Number of pages _____
e. Call number _____
f. Place of publication _____
g. Original date of publication _____
h. Is there a bibliography? _____ Yes _____ No
i. Are there pictures? _____ Yes _____ No
j. Is it part of a series? _____ Yes _____ No

2. Which card is usually the Main Entry card?

3. Where on the catalog card are the descriptive notes found?

4. What information on the card would you need to cite that book in a bibliography?

5. You can get an idea of the books contents by examining the _____.

Answers to Exercise 4

1. a. Title: American family behavior
   b. Author; Bernard, Jessie Shirley
   c. Publisher: Russell & Russell
   d. Pages: 564
   e. Call number: HQ 536 B47 1973
   f. Place of publication: New York
   g. Original publication date: 1942
   h. Yes, "bibliographical references" listed in descriptive notes
   i. Yes, illustrations indicated in descriptive notes
   j. Yes, Harper's social science series

2. The AUTHOR card is usually used as the Main Entry card.

3. Descriptive notes are found in the center of the card below the imprint information.

4. Author, title, place of publication, publisher; date of publication.

5. TRACINGS indicate subjects treated by the book, though these should never be treated as a complete index of the contents.

EXERCISE 5
SAMPLE QUESTIONS

The Card Catalog: Author and Title Entries

The following can be answered from the card catalog:

1. What is the number on the drawer in which you would look to determine if the Library has any books by Jimmy Carter?

2. Does Basil Jackson's book Supersonic have a subtitle?

3. What is the title of Karl Kopp's book which was published by Baleen Press?

4. Is there a bibliography in Fidel Castro's book Revolutionary Struggle, 1947-1958?

5. Does the G. B. Shaw anthology entitled Four Plays contain the play "Captain Brassbound's Conversion"?

6. What is the title of Joel Eastman's MA thesis? From which department did he receive his degree?

7. Who wrote Eaters of the Dead?

8. How many pages are there in Quipus and Witch's Knots.

9. Parachuting for Sport is part of what series?

10. Miracle of All Life: Value in Biology is not a book. What is it?

Answers to Exercise 5

1. Drawer # 251
2. No
3. Yarbrough Mountain
4. Yes. Listed in descriptive notes.
5. Yes. Listed in descriptive notes.
6. History of Katahdin Iron Works
   History and Government Department. Listed in descriptive notes.
7. Michael Crichton
8. 158pp. Listed in descriptive notes.
9. Modern Aircraft series. Listed in descriptive notes.
10. Slides

The Card Catalog: Subject Entries

In addition to author and title cards in the catalog, subject cards are made which reflect the contents of the book and enable a user to locate material on a topic when specific titles or authors' names are not known.

Subject headings are typed or printed in capitals on the top line of the catalog card and it is filed in one alphabetic sequence along with the author, title, etc. cards.

Catalogers are aided in assigning subject headings by use of volumes entitled Library of Congress Subject Headings. These volumes direct users to correct or usable headings.

The following is excerpted from Subject Headings and is labeled for your review:

boldface = usable heading

sa = see also

XX = see also from

x = see

"sa" and "xx" indicate usable headings. They show relationships and may be used to enlarge or narrow a topic.

"x" is not used. It is a directional reference, telling the user which term to use instead.

Social prediction (HM24)
sa Social indicators
x Prediction, Social
Sociological prediction
xx Forecasting
Social indicators
Sociology
Sociology-Statistical methods

The Card Catalog: Subject Entries cont.

Another method to use in narrowing a search is to use the subdivisions attached to subject headings. Often it is more efficient to search for information directly relevant to your need (i.e., a subtopic) rather than consult a general work.

Subdivisions are filed alphabetically whether they are headings which reflect subject, form (e.g., bibliography, dictionary, handbook), period (dates arranged chronologically), or geography (country, state, town, etc.).

EXERCISE 6
SAMPLE QUESTIONS

The card Catalog: Subject Entries

1. In order to find a book on a particular subject you must know a title or an author who has written in that field. ____Yes ____No

2. Copies of the Library of Congress Subject Headings volumes are located at the _____and in the _____Department.

Use Library of Congress Subject Headings for the following:

3. Under what heading should you look to find information on:

Beekeeping	_____
Ice hockey	_____
Sex and drugs	_____
Mountain climbing	_____
Sports injuries	_____

4. Would recycling be the best heading to check for information on recycling paper?

5. What heading is suggested for information on post World War II Russian economic conditions?

6. List the broader headings suggested by LCSH for:

Birth control	_____
Poisonous plants	_____
Space photography	_____

7. List the narrower headings suggested by LCSH for:

Outdoor cookery	_____
Succulent plants	_____
Jute	_____

8. Name two ways to narrow a search.

a._____ b._____

9. Name a way to broaden a search. _____

10. If you were interested in the behavior of chimpanzees, according to Library of Congress Subject Headings what heading would you check first?

Answers to Exercise 6

1. No. Most books have subject cards in the card catalog which reflect the content of the book. It is possible to look up a subject without knowing either authors or titles.

2. Card catalog
   Reference Department

3. Bee culture
   Hockey
   Drugs and sex
   Mountaineering
   Sports - Accidents and injuries

4. No. Paper recycling would be better.

5. RUSSIA - ECONOMIC CONDITIONS - 1946-1958

6. Birth control = Eugenics
   Family size
   Hygiene, sexual
   Population
   Sexual ethics

   Poisonous plants = Botany
   Economic botany
   Chemistry, Medical and pharmacological
   Plants
   Poisons

   Space photography = Astronomical photography
   Photography

7. Outdoor cookery = Barbecue cookery
   Camp stoves
   Cookery (Wild food)

   Succulent plants = Cactus
   Desert flora
   Xerophytes

   Jute = Bagging
   Twine

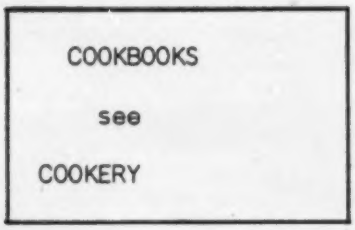
8. "sa", "dash"

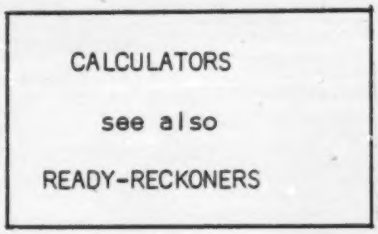
9. "xx"

10. Chimpanzees - behavior

Additional Catalog Cards

There are cards in the card catalog which include information similar to that of LCSH. They are called cross-reference cards and function to refer users to usable or related subject headings. They look like the following samples:





As you can see these cards merely give:

1. The correct heading when you are looking under an incorrect one.
2. Additional possibilities to check.

OPEN ENTRY cards should indicate that an item is on standing order, i.e., it is purchased yearly, or whenever a new edition is issued. Often these are followed by a check card listing the volumes available in the Library.

JOINT AUTHOR cards enable a user to locate an item in the card catalog without knowing the name of the primary author.

PERIODICALS cards list only the title of journals owned by Fogler.

PSEUDONYMS. Books are listed under the author's real name with a cross-reference from his pen-name.

Additional Catalog Cards

The following questions can be answered at the card catalog.

Cross-reference cards

1. What heading should be checked for books on the Western Insurrection of 1794?

2. What heading should be checked for books on bicycling?

Open Entry Cards

3. When did the Library first begin receiving *Current Biography*? Does it look as if we have a complete run to date?

4. How many volumes of *Contemporary Literary Criticism* do we have? When did it begin publication?

Joint Author Cards

5. Who is the primary author with John E. Elliott?

6. Name the authors of *Measuring the effect of advertising*. Who is considered the joint author?

Periodical Cards

7. According to the card catalog do we have a periodical entitled *Defense*? What is unusual about our run?

8. According to the card catalog do we have a periodical entitled the *Maine Townsman*? Where does the card tell you to go?

Pseudonym Cards

9. What does the catalog list as being Richard Stark's real name?

10. Who were Frederic Dannay and Manfred Bennington Lee?

Answers to Exercise 7

1. Whiskey Insurrection, 1794
2. Cycling
3. 1940, Yes
4. 8 vols., 1973
5. Grey, Arthur L.
6. Corkindale, David
   Kennedy, Sherril (joint author)
7. Yes, continued as Victory
8. Yes, to Special Collections
9. Donald E. Westlake
10. Ellery Queen

Call Numbers

Every book in the Library has a call number which indicates where it is shelved. The call number is located in the upper left-hand corner of the catalog card.

Charts which tell you where various call numbers are shelved are located near the card catalog and on each floor of the stacks.

Some books are shelved in special locations. Location symbols are sometimes attached to call numbers. These books will be found in the special location, not in the general stacks. Consult the chart posted near the card catalog for the exact area.

Arrangement of the shelves

The Fogler Library uses two classification systems to arrange books on the shelves.

A Dewey Decimal Classification System call number looks like this:

370.15
B37

A Library of Congress Classification System call number looks like this:

LB
1051
B37

Call Numbers cont.

Dewey call numbers are shelved in order by number on the first line,

338.7	369.2	370.15	378.76

then in order by the second line. The second line is composed of first a letter or letters and then a number which is treated as if the number were a decimal.

370.13	370.15	370.15	370.15
F5	B275	B37	F493

In this example B37 comes after B275 because .37 is larger than .275.

NUMERICAL ORDER	370.15	370.15
ALPHABETICAL AND DECIMAL ORDER	B275	B37

Library of Congress call numbers are shelved in alphabetical order by the letter(s) on the first line,

L	LB	LB	RJ

then in order by the number on the second line,

L	LB	LB	RJ
901	1051	1051	504.2

then in order by the third line. The third line is treated as if it were a decimal.

L	LB	LB	RJ
901	1051	1051	504.2
P3	B275	B37	B47

In this example B37 comes after B275 because .37 is larger than .275.

ALPHABETICAL ORDER	LB	LB	LB	LB
NUMERICAL ORDER	987	1051	1051	1987
ALPHABETICAL AND DECIMAL ORDER .	B37	B275	B37	B275

EXERCISE 8
SAMPLE QUESTIONS

Call Numbers

1. Classification schemes such as the Dewey Decimal and Library of Congress systems arrange books on the shelves by_____.

2. On a catalog card where is the call number located?

3. Where would you find a book with a call number beginning:

   A. 1. 530.9
      2. 749.1
      3. 338.3
      4. 176.5

   B. 1. QD 921
      2. RC 636
      3. PC 2497
      4. HD 4215.7

   C. 1. Ref
      2. Folio DC 33.7
      3. Maine
      4. Juv
      5. CC or Cole

4. Arrange the following call numbers in shelf order.

   a. 709.7 G82
   b. 709.7 G83
   c. 709.7 G793
   d. 709.7 G823

5. Arrange the following call numbers in shelf order.

   a. E 78 N78
   b. E 78 N79
   c. E 78 N779
   d. E 78 N781

Answers to Exercise 8

1. SUBJECT

2. UPPER-LEFT

3. A. 1. 2B
   2. 2
   3. 2
   4. 3B

   B. 1. 2B
   2. 1
   3. 3B
   4. 2

   C. 1. Reference collection, Reference Room, Level 1
   2. Oversized volume, at the end of the "D's" on Level 2
   3. Maine collection, Special Collections, Level 3
   4. Juvenile collection, Learning Materials Center, Level 3
   5. Clinton Cole Maritime collection, Special Collections, Level 3

4.

709.7	709.7	709.7	709.7
G793	G82	G823	G83

5.

E	E	E	E
78	78	78	78
N779	N78	N781	N79

The Reader's Guide to Periodical Literature

Using the following citation from volume 35 of the Reader's Guide:

> Going places, finding things along the coast of Maine.
> N. M. Richardson. il House & Gard 147:14 Ag '75

1. What is the title of the article?
2. Who is the author of the article?
3. What is the complete name of the journal in which this article appears?
4. What does "il" stand for?
5. What do the following stand for?

   a. 147
   b. 14
   c. +
   d. Ag
   e. '75

Answers to Exercise 9

1. The title is "Going places, finding things along the coast of Maine."

2. The author's name is N. M. Richardson.

3. House and Garden. "Translations" of abbreviations are listed in the front pages of the index volume.

4. Illustrations. This and other common abbreviations are listed in the front of the index volume.

5. These are standard elements of a periodical index citation. They are:

   a. Volume 147
   b. Page 14
   c. + means that the article continues beyond p. 14
   d. Ag is the abbreviation for August
   e. '75 stands for 1975

The Periodicals Printout

1. Using the Periodicals Printout where would you go to find the following:

    a. 1974 issues of "Journal of Dental Education"

    b. "FAO Fisheries Circular" #125

    c. 1934 issues of "In the Maine Woods"

    d. 1964 issues of the "ISA Journal"

    e. "Journal of Economic Literature"

    f. 1970 issues of "The New York Times"

    g. 1975 issues of "Microform Review"

    h. Recent issues of "McCalls"

    i. Recent issues of "Journal of Environmental Quality"

    j. Recent issues of "Elementary School Journal"

2. Microfiche and microcards are stored on open shelves available to the public. T F

3. If an article you want is on microfilm, paper copies can be made on a reader/printer. T F

4. Magazines do not circulate outside the building. T F

5. You would find the "Journal of the American Medical Association" filed in the "J" section of the Periodical Stacks on Level 2.

Answers to Exercise 10

1. a. Bangor Community College, Bangor, Maine
   b. Darling Center, Walpole, Maine
   c. Special Collections, Level 3
   d. Periodical Stacks, Level 2
   e. Index and Abstract section, Reference Room
   f. Microfilm, Microforms Room, Level 2
   g. Microfiche, Microforms Room, Level 2
   h. Oakes Room, Level 1
   i. Current Periodicals Room, Level 2
   j. Periodicals Desk, Current Periodicals Room

2. FALSE. Because of potential filing errors if placed in a public area, microfiche and microprint are stored in a closed collection and must be requested from the attendant at the Microforms Desk.

3. TRUE. Paper copies can be made from microfilm and microfiche. The Library is not equipped to make copies from microcards which are opaque.

4. FALSE. Up to four (4) journals may be borrowed for overnight use. Magazines held behind the Desk never circulate.

5. FALSE. Magazines published by organizations are filed under the name of the organization. In this example the journal would be filed in the "A's" under "American Medical Association. Journal."

Newspaper Indexes

Using the following citation from the New York Times Index:

> Parkchester Gen. Hosp, Bronx, closes in midst of NYS probe of alleged 'life-threatening deficiencies' in abortion and maternity services (S), Mr20, IV, 8:2.

1. What do the following stand for?

   a. (S)
   b. Mr
   c. 20
   d. IV
   e. 8
   f. 2

Using the New York Times Index for 1976, find the subject heading for the University of Maine.

2. How many articles have been indexed for the year 1976?

3. Which college really placed the job ad?

Using the Periodicals Printout, where would you find the following:

4. Recent issues of:

   a. (Brunswick) Times Record
   b. Le Monde
   c. Wall Street Journal

5. The indexes that accompany the:

   a. Wall Street Journal
   b. Times
   c. Christian Science Monitor

Answers to Exercise 11

1. a. (S) stands for "short." The New York Times Index includes an estimate of the length of all articles. (M) stands for medium and (L) for long.

   b. Mr is the abbreviation for the month of March
   c. 20 is the twentieth day of March
   d. IV stands for Section 4
   e. 8 indicates that the article is on page 8
   f. 2 means that you will find the article in column 2

2. There were five (5) articles on the University of Maine listed in the 1976 volume.

3. College of the Atlantic.

4. a. Oakes Room
   b. Current Periodicals Room
   c. Periodicals Desk

5. a. Reference Room, Index and Abstract Section
   b. Reference Room " "
   c. Reference Room " "